

BOARD OF DENTISTRY AND DENTAL HYGIENE

TELEPHONE: (302) 744-4500 FAX: (302) 739-2711 WEBSITE: <u>DPR.DELAWARE.GOV</u> EMAIL: <u>customerservice.dpr@state.de.us</u>

APPLICATION FOR DENTIST-FQHC PROVISIONAL LICENSURE INSTRUCTION SHEET

When to File

This form is a combined application for both a Dentist-FQHC Provisional license and Dentist license. Submit this application *only if* you are a dentist who is contracted to practice at a Federally Qualified Health Center (FQHC) in Delaware. The Dentist-FQHC Provisional license allows you to practice dentistry in Delaware

- before you have passed the three examinations required for full Dentist licensure
- only at the FQHC named on the license
- only under the general supervision of a Delaware-licensed dentist

Information about the Dentist-FQHC Provisional License

To receive a Dentist-FQHC Provisional license, you must meet **all** requirements for full Dentist licensure **except** the examination requirements. Dentist-FQHC Provisional license is valid for two years from the date it is issued. It is not renewable. During the two-year period...

- You are allowed practice dentistry under the general supervision of a Delaware-licensed dentist at a FQHC.
- You must take the Delaware Practical Board Examination at least one time during the first year after your Dentist-FQHC Provisional license is issued.
- You must pass all three examinations required for full Dentist licensure the Delaware Practical Board Examination, the Delaware Jurisprudence Examination, and the National Board Examination – before your Dentist-FQHC Provisional license expires. For more information about the exams, see the next section.

If you complete all examination requirements in the prescribed two-year period, the Dentist-FQHC Provisional license will transition into a Dentist license.

More Information about Required Examinations

All applicants for Dentist licensure, *regardless of years in practice*, are required to pass the Delaware Practical Board Examination in dentistry and the Delaware Jurisprudence Examination in addition to the National Board Examination.

- **Delaware Practical Board Examination** You must take this *at least once* during the first year that your Dentist-FQHC Provisional license is active and you must pass it before your Dentist-FQHC Provisional license expires.
 - This exam is offered twice a year, at the beginning of January and June. The registration deadlines are December 1 for the January exam and May 1 for the June exam. To register for the exam, you must pay the examination fee by the deadline. The exam is limited to 18 candidates on each date. For more information about the exam, click Practical Board Examination.
 - When the registration deadline passes, the Board office will mail an examination packet to registered candidates. If you submit your exam fee after the deadline, you must include a late fee and you will receive an examination packet only after the Board office confirms availability of a seat.
- Delaware Jurisprudence Examination You must pass the Jurisprudence Examination before your Dentist-FQHC Provisional license expires. It is an "open-book," multiple-choice test based on the <u>Delaware Code</u> and the Board's Rules and Regulations. The version for <u>Dentists</u> has 30 questions.

• **National Board Examination** – You must arrange for the Board office to receive the score report, sent directly to the Board office from the Joint Commission on National Dental Examinations, before your Dentist-FQHC Provisional license expires.

Requirements for All Applicants

docume	applicant, it is <i>your</i> responsibility – <i>not the responsibility of the FQHC</i> – to arrange for the Board to receive the nts listed below. A Dentist-FQHC Provisional license <i>will not</i> be issued until the Board office receives all ints listed in this section. <i>Do not</i> begin working at a Delaware FQHC until a Dentist-FQHC Provisional license is o you.
☐ Sub	mit completed, signed and notarized Application for Dentist-FQHC Provisional Licensure.
	lose payment for the following non-refundable fees by check or money order made payable to "State of Delaware." may combine the fees in one payment. processing fee for Dentist-FQHC Provisional license processing fee for Dentist license examination fee for Practical Board Examination — You may submit this fee with your application or at a later time. If you opt to wait, submit it no later than the examination registration deadline to assure a seat and avoid the late exam fee.
Inve	replete the <i>Criminal History Record Check Authorization</i> form to request State of Delaware and Federal Bureau of estigation criminal background checks. Follow the instructions on the authorization form to arrange to be erprinted.
☐ Sub	mit a copy of your employment contract with the FQHC.
	nge for the Board office to receive the completed, signed and notarized <i>Statement of Supervision</i> form included in packet, sent directly from the FQHC to the Board office. Both the FQHC's director and your supervising dentist must complete and sign the form in the presence of a notary.
☐ End	lose a copy of your current cardiopulmonary resuscitation (CPR) certification card.
	inge for the Board office to receive an official transcript from a Board-recognized undergraduate college or rersity, sent directly from the school to the Board office.
	inge for the Board office to receive an official transcript from your dental college or university, sent <i>directly</i> from the bool to the Board office. The transcript must show your degree and date of graduation. The dental college/university must be accredited by the Commission on Dental Accreditation of the American Dental Association (CODA).
Arra••	nge for the Board office to receive one of the following: Proof (such as a letter from the sponsoring institution) that you have one year of experience as a dental intern in a CODA-accredited general practice residency sent directly from the sponsoring institution to the Board office. Tax form W-2s or other proof that you have practiced actively for three years in another jurisdiction (state, U.S. territory or District of Columbia). Proof (such as a letter from the sponsoring institution) that you have completed four or more years in a CODA-approved specialty residency, sent <i>directly</i> from the sponsoring institution to the Board office.
	by have been in a CODA-approved specialty residency of <i>less than four years</i> , submit proof (such as a letter from sponsoring institution) that the program you're in meets the goals, objectives, proficiencies and competencies set forth in Standard 2.4 of the CODA <i>Accreditation Standards for Advanced Education Programs in General Practice Residency</i> , ©2007 (Section 4.3 of the Board's Rules and Regulations), and includes a rotation of at least 70 hours in anesthesia and a rotation of at least 70 hours in medicine.
	inge for the Board office to receive license verification letters from <i>each</i> jurisdiction (state, U.S. territory or District columbia) where you are now, or have ever been, licensed, sent <i>directly</i> from the jurisdiction to the Board office.

	If you have ever been licensed in another jurisdiction, request a self-query from the <u>National Practitioner Data Bank</u> . When you receive the report, send the original to the Board office.
	If you have never been issued a U.S. Social Security Number (SSN), submit a <u>Request for Exemption from Social Security Number Requirement</u> . The Privacy Act of 1974, Section 7, requires the following information to be given to all applicants: Applicants for any Delaware professional or occupational license, permit, registration or certificate (other than Gaming permits) are required to provide a U.S. SSN (29 Del. C. §8735(m)). The Division of Professional Regulation uses the SSN primarily to verify identity and safeguard personal information. It may also be used to enforce child support obligation (13 Del. C. §2216) and for other lawful purposes.
Red	quirements After Dentist-FQHC Provisional License Issuance
exa	ring the two-year period that your Dentist-FQHC Provisional License is valid, you must prove that you meet the imination requirements for a Delaware Dentist license. The Board may deny you full Dentist licensure if you fail to meet se requirements.
	 If you opted not to submit the fee for the Delaware Practical Board Examination with your application, submit the examination fee by the registration deadline for the examination you wish to take. Reminder: You must take the exam at least once during the first year after issuance of the Dentist-FQHC Provisional License. The deadlines are December 1 for the January exam and May 1 for the June exam. Reminder: If you fail to submit the Examination fee by the registration deadline, enclose the non-refundable late exam fee. You will be admitted to the exam only if a seat is still available. If no seat is available, you will forfeit both the Examination fee and Late fee that you paid. To register for the next exam date, you must pay the Examination fee again; you cannot transfer it to a later examination date.
	Submit your completed, signed and notarized <u>Jurisprudence Examination for Dentist Candidates</u> .
	Arrange for the Board office to receive your National Board Examination score report, sent <i>directly</i> from the Joint Commission on National Dental Examinations to the Board office. See <u>Score Report Request</u> .



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APPLICATION FOR DENTIST-FQHC PROVISIONAL LICENSURE

IDENTIFYING AND CONTACT INFORMATION

1.	Name:Last/Far				
	Last/Far	nily Name	First	Middle	Maiden
2.	Other Name(s) Used: \(\subseteq N	one			
3.			cense under another name?		If yes, enter name and
4.	Date of Birth (month/day/ye	ear):	Gender: Male Female [
5.			nber? Yes No If yes, rom Social Security Number		
ô.	Your Mailing Address:				
	City		State		Zip
Pho	one:	_	Email:		☐ None
	one:	Home			
	DERALLY QUALIFIED HEA		☐ La Red Health [☐ Westside	☐ Henrietta Johnson
	Submit a copy of your em	ployment contract. A	Also, arrange for the Board e FQHCs director and the s	office to recei	— ve a Statement of
3.	FQHC Address:				
	City		State		Zip
ED	UCATION AND RESIDENC	Y			
9.	Enter the following informat	ion about your pre-pro	ofessional education:		
	University/College:		N	//ajor:	
	City:	State:	[Degree:	
	Dates Attended: From:	To:	Graduati month/day/year	ion Date:	
		month/day/year	month/day/year		month/day/year

Arrange for the Board office to receive an official transcript, sent *directly* from the college/university to the Board office.

10.	Enter the following information about your Dental education:						
	Dental School Name:						
	City:	State:		_ Degree: _			
	Dates Attended: From: _	To:	Grad	duation Date:			
	Arrange for the Board of Board office.	office to receive an offic	ial transcript, sent <i>dir</i> e	e <i>ctly</i> from you	ur dental scho	ol to the	
11.	Are you currently in or had to Question 13. If yes, con HISTORY section.						
	Name of Sponsoring Insti	itution:					
	Mailing Address:						
	City		Sta	te	Zip		
	Start Date (month/year):	End [Date (month/year):				
	Type of Residency:	General Practice					
12.	 Specialty – Identify specialty:						
	EMPI OVE	ED NAME	CITY STATE	STATE	DATES (month/day/year)		
	EMPLOYER NAME		OIII	JIAIL	FROM	ТО	
	Enclose Tax form W-2s documenting the periods listed above.						
		documenting the peno	as listed above.				
LIC	ENSURE HISTORY						
13.	Have you ever been deni	ed a license? Yes 🗌 No	☐ If yes, enter: Year	Denied:	State:		
	Explain why the license w	vas denied:					

	JURISDICTION	LICENSE NUMBER	ISSUE DATE	EXPIRATION DATE	STATUS (e.g., active)
	Arrange for <i>each</i> jurisdic request a self-query from to the Board office.				e Board office. Also, ne report, send the original
EX	AMINATION HISTORY				
15.	Have you taken the Nation National Board Examination		es 🗌 No 🔲 If yes	s, enter the followin	g information about your
	Year Taken:	Part I Score	:	Part II Sco	ore:
16.	Check the month when you	u wish to sit for the Praction	cal Board Examina	ation:	
	☐ January – The registra	tion deadline is Decembe	r 1.		
	☐ June – The registration	n deadline is May 1.			
	of the fees. See Instructi	n registration deadline to some some fine to the first seet. The first seed of the	o ensure a seat a	and avoid the late	fee and possible forfeiture
req	uirements for a Delaware	Dentist license:			
•	National Board Examinat Board office from the Joi				ort, sent directly to the
	Delaware Practical Board Provisional License is is:				ar after your Dentist-FQHC
	Delaware Jurisprudence <u>Examination for Dentist</u>	Examination - Submit y			zed <u>Jurisprudence</u>
DIS	CLOSURES				
	Have you engaged in the ilyes, continue to Question			es within that past t	two years? Yes 🗌 No 🔲 If
	Are you currently participate you in order to assure that				stance program that monitors
19.	Have you ever been denie If yes, submit a signed s			es 🗌 No 🗌 Curre	nt DEA #
	Has your professional licer agreements, fines, probation explaining fully. Include a	on, suspension or revocat	ion)? Yes 🗌 No	☐ If yes, submit	
21.	Has any malpractice action a separate sheet of pape	n been brought against yo	u in the past five y	/ears? Yes ☐ No t of awards or sett	☐ If yes, enclose a list on lements, if any.

22.	Are any disciplinary or ethical complaints currently pending against you? Yes \(\subseteq \) No \(\subseteq \) If yes, submit a signed statement fully explaining. Include copies of all official documents or Board orders.
23.	Are you physically or mentally incapable of engaging in the practice of dentistry according to generally accepted standards? Yes \(\Bar{\cup} \) No \(\Bar{\cup} \) If yes, continue with Question 25. If no, skip to the DUTY TO REPORT section.
24.	Do you agree to submit to an examination to determine such capability as the Board may deem necessary? Yes \(\scale \) No \(\scale \)
of I	mplete the <i>Criminal History Record Check Authorization</i> form to request State of Delaware and Federal Bureau nvestigation criminal background checks. Follow the instructions on the authorization form to arrange to be gerprinted.
DU	TY TO REPORT
25.	 To obtain a license in Delaware, you must certify that you understand that you have a mandatory obligation to self report any of the following within 30 days: Any arrest or the bringing of an indictment or information charging you with a crime substantially related to the practice of dentistry and dental hygiene as defined in Section 11.0 of the Board's Rules and Regulations. Any conviction, including any verdict of guilty or plea of guilty or no contest, of any crime substantially related to the practice of dentistry and dental hygiene as defined in the Section 11.0 of the Board's Rules and Regulations. I certify that I have read and understand all provisions in the Delaware Dental Practice Act, including 24 Del. C. §1131
	and the Rules and Regulations listed above, and that I understand my duty to self report. Yes No
26.	To obtain a license in Delaware, you must certify that you understand that you have a <i>mandatory</i> obligation to make an immediate oral report to the to the Department of Services for Children, Youth and Their Families if you know of, o you suspect, child abuse or neglect under Chapter 9 of Title 16 and to follow up with any requested written reports.
	I certify that I have read and understand 16 Del. C. §903 and that I understand my duty to report. Yes No
27.	You have a <i>mandatory</i> duty to file a written report with the Division of Professional Regulation within 30 days if you reasonably believe that any other dental or dental hygiene practitioner <i>or</i> any other healthcare practitioner, including any person licensed to practice medicine in Delaware: • has engaged in or is engaging in conduct that would constitute grounds for disciplinary action • may be unable to practice with reasonable skill and safety to the public due to mental illness or mental incompetence, physical illness (including deterioration through the aging process or loss of motor skill), or excessive abuse of drugs (including alcohol) • is excessively using or abusing drugs including alcohol.
	I certify that I have read and understand the provisions of <u>24 Del. C. §1131A</u> and that I understand my <i>duty to report</i> . Yes No
CE	RTIFICATIONS
28.	Do you understand that a Dentist-FQHC Provisional license allows you to practice dentistry only in the FQHC designated on your license and only on <i>bona fide</i> patients of the FQHC under the direction of a Delaware-licensed dentist employed by or on the staff of the FQHC? Yes \square No \square
29.	Do you understand that the Dentist-FQHC Provisional license is valid for a two-year period from issuance and will not be renewed? Yes \(\sqrt{No} \sqrt{\sqrt{No}} \sqrt{\sqrt{No}} \sqrt{\sqrt{No}} \sqrt{\sqrt{No}} \sqrt{\sqrt{No}}
30.	Do you understand that you must fulfill all examination requirements within the two-year period that the Dentist-FQHC Provisional license is valid and that you must take the Delaware Practical Examination at least once within the first year? Yes \sum No \subseteq
31.	Do you understand all provisions under 24 <i>Del. C.</i> §1132B and that if you do not meet all requirements by the end of the two-year period that the Board may deny you full dental licensure? Yes \(\sqrt{No} \sqrt{\sqrt{No}} \sqrt{\sqrt{No}} \sqrt{\sqrt{No}} \sqrt{\sqrt{No}} \sqrt{\sqrt{No}}
32.	Do you agree to notify the Board office if your contract with the FQHC terminates or if your supervising Dentist changes? Yes No

To ensure consideration of your license application at the next Board meeting, the Board office must receive all of these items no later than 4:30 PM ten full working days before the Board's meeting date:

- Completed, signed and notarized application form
- Fee payment
- All required supporting documentation.

Applications that are not complete within 12 months of filing may be considered abandoned and discarded. When your application is complete, please allow 4-6 weeks to receive your license.

AFFIDAVIT

I hereby apply to be considered for licensing as a Dentist by the Board of Dentistry and Dental Hygiene under the standards, qualifications and procedures established under Title 24, Chapter 11, of the *Delaware Code*. I have read the State statute governing dentists in Delaware. I have also received and read the Board's Rules and Regulations regarding the practice of Dentistry in Delaware. I understand that the Board may require evidence additional to the material herein, including a written examination, and transcripts of academic training.

I hereby swear or affirm that the information contained in this application is correct and I understand that any intentionally fraudulent information will be reported to the Attorney General.

Applicant Signature:	Date:		
County of	State of _		
Sworn or affirmed before	me a Notary Public this	day of	, 2
SEAL	Notary Signature:		
SEAL	My commission ex	pires on	

APPLICATIONS THAT ARE UNSIGNED, NOT NOTARIZED, INCOMPLETE OR SUBMITTED WITHOUT THE REQUIRED FEE WILL BE REJECTED.

Instructions for Requesting a Criminal Background Check

Both State of Delaware and Federal Bureau of Investigation criminal background checks are required.

Applicant Notification

Your fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation (FBI). You have the opportunity to challenge the accuracy of the information contained in the FBI identification record. See <u>Title 28, CFR 16.34</u> for the procedure to obtain a change, correction or update in the FBI record.

Locations

Kent County - Primary Facility

State Bureau of Identification Blue Hen Mall & Corporate Center 655 S. Bay Rd. Suite 1B Dover, DE 19901

Walk-ins accepted: Mon 8:30 am – 6:30 pm, Tue - Fri 8:30 am – 3:30 pm Customer Service: (302) 739-2134

New Castle County - Satellite Facility

State Police Troop Two
100 LaGrange Ave
Newark, DE 19702
(between Rts. 72 and 896 on Rt. 40)

By appointment only
Scheduling: (302) 739-2528 (local)

(800) 464-4357 (toll free)

Sussex County - Satellite Facility

Thurman Adams State Service Center 546 S. Bedford Street, Rm. 202 Georgetown DE 19947 (across from DeIDOT & Troop 4)

By appointment only

Scheduling: (302) 739-2528 (local) (800) 464-4357 (toll free)

Applicants in Delaware

- 1. If you are using the New Castle County or Sussex County locations, call **(800) 464-HELP (4357)** to schedule an appointment. No appointments are needed at the Kent County location.
- 2. Take the completed Authorization for Release of Information form to one of the offices listed above with the fee of \$65.00, to cover both the State of Delaware and Federal Bureau of Investigation criminal checks. Money orders and credit cards other than American Express are accepted at all locations. New Castle and Kent Counties accept cash; Sussex County does not accept cash. Personal checks are not accepted in any county. As fees are subject to change, contact the agency where you plan to submit your forms for current fees.

Applicants Not in Delaware (including Out-of-State or Outside the United States)

- Your local police agency can fingerprint you. All types of fingerprint cards are accepted. Or, you may print a <u>FD-258 fingerprint form</u> available on the FBI website at <u>www.fbi.gov</u> click *Services*, then *Identity History Summary Checks*, then scroll down to Option 1, Step 2, and click the link for *standard fingerprint form (FD-258)*. You may print the form on regular paper.
- 2. Your *Authorization for Release of Information* form and the fingerprint card must be <u>complete</u>. If identifying information is missing (such as name, date of birth, race, gender, etc.), your form <u>will be returned</u>.
- 3. *Mail* the *Authorization* form, fingerprint card, and *certified* check or money order (*personal checks are* <u>not</u> accepted) for \$65.00 made payable to "Delaware State Police" to:

Delaware State Police
State Bureau of Identification (SBI)
PO Box 430
Dover, DE 19903-0430

DO NOT SEND THIS FORM OR FEE TO YOUR PROFESSION'S BOARD OFFICE.

DO NOT SEND THIS FORM OR FEE TO THE DIVISION OF PROFESSIONAL REGULATION.

⇒ ALLOW FOUR WEEKS FOR RECEIPT OF RESULTS.



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AUTHORIZATION FOR RELEASE OF INFORMATION

CRIMINAL HISTORY RECORD CHECK FOR PROFESSIONAL LICENSURE APPLICANTS

Please print or type all information in black ink.

Check the type of license for	which you are applying:			
Adult Entertainment	☐ Mental Health (LPCMH,	LCDP, LMFT, LAPCMH, LAMFT)	☐ Physical Th	nerapy/Athletic Trainer
☐ Charitable Gaming Vendor	☐ Nursing (RN, LPN, APR	N)	☐ Podiatry	
Chiropractic	☐ Nursing Home Administr	rator	☐ Psychology	1
☐ Dental	☐ Occupational Therapy			e Appraiser (includes anagement Company)
☐ Funeral	☐ Optometry		☐ Speech/He	aring
☐ Massage	Pharmacy (includes key p Board of Pharmacy)	ersonnel of facilities licensed by	☐ Social Wor	k
Medical (Physicians, Physician Assi Acupuncture Practitioners, Genetic C			☐ Texas Hold	l'em Individual
Print your current full name:				
Last Name	First	Name	Middle Initial	Suffix (e.g., Jr., Sr.)
2 3				
As an applicant, I authorize rele RECORD INFORMATION. I he damage which may result from	reby release you, your organi furnishing this information:	n that you have concerning r ization, the State of Delawar	my CRIMINAL I re and others fro	
Phone: Home	Work			
Mail the results of my crimina	I history request to:	Division of Professior 861 Silver Lake Boule Dover DE 19904 SLC D420A		

USE OF CRIMINAL HISTORY RECORD INFORMATION IS RESTRICTED BY LAW AND SHALL BE LIMITED TO THE PURPOSE FOR WHICH IT WAS GIVEN. MISUSE CONSTITUTES A CRIMINAL VIOLATION.



STATE OF DELAWARE

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TELEPHONE: (302) 744-4500

BOARD OF DENTISTRY AND DENTAL HYGIENE

STATEMENT OF SUPERVISION FEDERALLY QUALIFIED HEALTH CENTER (FQHC)

Name of Applicant:			-				
The FC	FEDERALLY QUALIFIED	HEALTH CENTER DIREC					
Printed Name of FQHC Dia	rector:						
FQHC Director's Delaware	License No:						
 I verify that the about 	I verify that the above-named applicant is contracted to practice at:						
Name of Institution	າ:	Start Date (mont	h/day/year):				
 I verify that the app 	olicant will be practicing under	the general supervision of a De	elaware-licensed dentist.				
 I verify that the app 	olicant's credentials have been	reviewed and approved.					
	ontract with another Delaware-l		the applicant, I understand that ction and that I must submit a				
I will report immed	iately if the contract between th	ne named applicant and this FO	QHC terminates.				
Signature of FQHC Dir	rector:		Date:				
State of	, Count	y of					
Sworn and subscri	ibed before me this	day of	2				
	Signature of Not	ary Public:					
SEAL		Expires:					
		SING DENTIST g dentist completes this sec	tion.				
Printed Name of Supervision	ng Dentist:						
Delaware License No: G1	-						
	ility for the applicant's practice	of dentistry in this FQHC.					
	ard if my supervision of the abo	•	S.				
·	•						
Signature of Supervisi	ing Dentist:		Date:				